

REQUIREMENTS FOR THE
INTERIM PRINCIPAL, PREK-12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Interim Administrative certificates are issued in the areas of supervisor, principal and superintendent. It entitles the holder to perform the duties described under the specific certificate. The certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. Verification of Structured English Immersion (SEI) training is required for initial issuance. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

➤ **INTERIM PRINCIPAL, PREK-12 CERTIFICATE**

Except for individuals who hold a valid Arizona Superintendent certificate and have completed three years of verified full-time teaching experience, the Principal certificate is required for all personnel who hold the title of Principal, Assistant Principal or perform the duties of principal or assistant principal.

Requirements for the Interim Principal, PreK-12 certificate – Year One:

1. Completed [Application for An Interim Administrative Certificate](#)
2. Appropriate fee (See Application for An Interim Administrative Certificate)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. Official transcript(s) documenting a Bachelor's or more advanced degree from an accredited institution.
5. Three (3) years of verified full-time teaching experience in grades PreK-12. Submit [Verification of PreK-12 Teaching Experience](#) form to verify experience.
6. Letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
7. Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of a certified administrator.
8. Structured English Immersion (SEI) Endorsement
The SEI endorsement requires **ONE** of the following (option A, B, or C):
 - A. Official transcript OR certificate of training documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
-OR-
 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
-OR-
 - C. Teachers and administrators who hold a **Full** [English as a Second Language \(ESL\)](#) or **Full** [Bilingual Education](#) endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **NOT** meet the SEI endorsement requirement.

Requirements # 9 and # 10 are required within one year or three years.*
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9. Arizona Constitution (a college course or the appropriate examination)
10. U.S. Constitution (a college course or the appropriate examination)

*** NOTE:** *The requirement of Arizona and/or U.S. Constitution must be successfully completed within **three years** of the initial issuance of any Arizona teaching or Administrative certificate. If teaching an academic course on history, government, social studies, citizenship, law or civics this requirement must be completed within **one year**. No other certificates will be issued until this requirement has been fulfilled.*

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➤ **EXTENSION OF THE INTERIM PRINCIPAL, PREK-12 CERTIFICATE**

The certificate may be extended yearly for no more than two consecutive years.

Requirements for the extension of the interim certificate are:

1. Completed **Application to Extend an Interim Administrative Certificate**
2. There is NO FEE to extend this certificate
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
4. Qualification for the initial issuance of the Interim Principal certificate.
5. Letter of verification, signed by the dean or department chair of a college of education, indicating the certificate holder is making adequate progress in the Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. **Official transcript(s) documenting the required coursework must accompany the letter.**
6. Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of a certified administrator.

NOTE: UPON SUCCESSFUL COMPLETION OF THE PROGRAM, THE APPLICANT WILL BE ISSUED AN INSTITUTIONAL RECOMMENDATION (IR) FOR A SIX-YEAR PRINCIPAL, PREK-12 CERTIFICATE. APPLICATION FOR CERTIFICATION SHOULD BE MADE PRIOR TO THE EXPIRATION OF THE INTERIM PRINCIPAL CERTIFICATE.

➤ **PRINCIPAL, PREK-12 CERTIFICATE**

The Principal certificate is valid for 6 years and may be renewed.

Requirements for the Principal certificate:

1. Qualify and hold a valid Arizona Interim Principal certificate.
2. Submission of an Institutional Recommendation (IR) verifying the successful completion of an Arizona State Board approved alternative path to administrator certification program or an Arizona State Board approved administrator preparation program.
3. A passing score on the Principal (81) or Superintendent (80) administrator portion of the Arizona Educator Proficiency Assessment (AEPA) or a comparable examination from another state.
4. Valid Arizona Identity Verified Prints (IVP) fingerprint card.
5. Arizona and U.S. Constitution, if applicable.